



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DIRECTOR, HUMAN RESOURCES

Class No. 002132

■ CLASSIFICATION PURPOSE

To fulfill the human resource requirements of the County of San Diego by serving as human resource consultant to the Chief Administrative Officer, executive staff, County departments, and program managers; by acting as policy advisor on County human resource issues; and by ensuring consistency with County, State, and Federal requirements on all human resources matters.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class reporting directly to the Chief Administrative Officer. The Director, Human Resources oversees the Human Resources division to include labor relations, risk management, benefits, loss prevention, workers compensation, human resources information systems, and training and development.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Department of Human Resources which include recruitment, selection, classification, wage and salary administration, labor relations, risk management, benefits, loss prevention, workers compensation, training and development, human resources information systems, and other personnel related activities.
2. Directs the establishment and implementation of policies and procedures related to the County-wide human resources management program.
3. Advises the Chief Administrative Officer, executive staff, County departments, and program managers on personnel issues.
4. Develops, maintains, and implements rules for the Unclassified and Classified Services.
5. Prepares reports and makes presentations to the Board of Supervisors regarding amendments to County Ordinances, personnel policies, and operations of the Department of Human Resources.
6. Develops the department's annual budget and monitors revenue and expenditure transactions.
7. Conducts fiscal analysis and prepares cost projections.
8. Identifies operational problems and formulates appropriate solutions.
9. Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities.
10. Supervises subordinate staff.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, and concepts of Human Resources Management in an agency providing a variety of public services.
- State and Federal laws and guidelines applicable to human resource activities, including equal employment opportunity, recruitment, selection, loss prevention, and claims management, training and development, and labor relations.
- Contract law related to risk management and asset protection.
- Policy/procedure development and implementation related to the Department of Human Resources.

- Principles and practices of supervision and training.
- Principles and theories of public administration including general administration, human resource management, fiscal management, and accounting.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct, organize, coordinate, and evaluate the overall activities of the Department of Human Resources providing a variety of personnel services to County departments.
- Ensure that departmental activities conform to Federal, State, and local laws and regulations.
- Direct the development and implementation of human resource management policy, procedures, plans, and programs.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare reports and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with County offices and departments, the public, and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university in public, business or personnel administration, industrial relations, psychology or a related field, AND five (5) years of experience in professional Human Resources work that demonstrate possession of the knowledge, skills and abilities above.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: June 2, 1982
Revised: April 17, 1992
Reviewed: April 2004**